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ER-5-2456

MEMORANDUM FOR: General Counsel
Director of Security
Comptroller
Auditor-in-Chief
Chief, Logistics Office
Chief, Medical Office
Chief, Regulations Control Staff
Chief, Project Administrative Planning Staff

SUBJECT : Director's Daily Log

1. I am attaching hereto for your information a copy of a memorandum dated 15 February 1954 from the Executive Assistant to the Director relative to the submission of material for the Director's Daily Log.

2. Each Office is encouraged to submit items for the Director's Log which are within the scope of the subjects listed in paragraph 1 of the attached. Brevity and clarity are essential in the preparation of items to be submitted.

3. Any items deemed appropriate for the Director's Log will be submitted to this Office for information, review, and transmittal to the Office of the Director. In order that items initiated by your Office may reach the Office of the Director by the hour stipulated, each submission must reach this Office no later than 1500 hours on weekdays and 1100 hours on Saturdays.

L. K. WHITE
Acting Deputy Director
(Administration)

SA/DDA:WEB:hh (23 February 1954)

cc: DD/A subject - Adm-7
DD/A chrono

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